

**March 30, 2005**

**WEST VIRGINIA BULLETIN NO. WV330-5-1**

**SUBJECT: MGT-Committees**

**Purpose: To update the FY-05 committee assignments**

**Expiration Date: This bulletin expires September 30, 2005**

**Attached for your information is a copy of the revised FY-05 committee assignments.**

**If there are questions on these assignments, please contact  
Charlotte Wertz at (304) 284-7551.**

**/s/**

**RONALD L. HILLIARD  
Acting State Conservationist**

**Attachment**

**cc: Truman Wolfe, Ex. Director, WVCA, Charleston, WV  
Gary Oates, Pres., WVACD, Waverly, WV  
Jim McClelland, Pres., WVRC&D Assoc., Huntington, WV**

**Dist: E**

# **Standing Committee Assignments**

## **October 1, 2004 through September 30, 2005**

### **AWARDS COMMITTEE**

Major Responsibilities:

1. To provide recommendations on policies, procedures and opportunities for implementing the Employee recognition and performance awards program.
2. To review nomination for employee performance awards and provide recommendations to the State Conservationist on the same.

### ***FY 2005 Membership:***

Beth Bishop, SO, Chairperson (1) (1 Year Term)  
Barbara Broxterman, SO (1) (2 year Term)  
Mike Mullenex, East (2 ) (3 Year Term)  
Dewey Broyles, South (2)  
Barbara Greenleaf, West (1)  
Rocky Wickline, South (2) (3 Year Term)  
Jared Beard, East (1) (3 Year Term)  
Larry Sargent, Human Resources Staff Liaison Advisor-Non-Voting  
Pat Bowen, (Advisor) (1 Year Term)-Non-Voting  
Carlos Cole, Chairperson, Civil Rights Advisory Committee (Advisor)-Non-Voting  
Tim Dilliplane, West, Past Chairperson-Non-Voting

Meetings: First Wednesday of February, May, August and November.

### **CIVIL RIGHTS ADVISORY COMMITTEE**

Committee members represent all employees, in various occupations, sex race, and geographical locations in WV, and grade levels. The committee is to meet as often as needed, but at least quarterly. The role of the committee includes:

1. Providing Deputy Equal Employment Opportunity Officer (DEEOO) with feedback on the Performance of the Equal Opportunity Program.
2. Provide assistance and feedback to the DEEOO on areas needing attention and progress made in Civil Rights Compliance in WV.
3. Advising on development of Action Plans for Civil Rights, Affirmative Employment Plan, Federal Equal Opportunity Recruitment Program, and EEO and in preparing progress reports.
4. Advise and assist Special Emphasis Program Managers to develop cultural and work force diversity programs and activities that focus on cultural awareness and appreciation of all employees.

## **Standing Committee Assignments**

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5. Serves as the vehicle through which employees can bring EEO and Civil Rights trends, problems, issues or concerns to the attention of the State Conservationist.

The Civil Rights Advisory Committee recommendations are to be reported in writing to the DEEOO for appropriate consideration and follow-up action.

#### ***FY 2005 Membership:***

Carlos Cole, Chairperson (6)  
Casey Shrader, SO (3) -9/30/05  
Barbara Broxterman, SO (1)-9/30/06  
Marvin Kerr, East (1)-9/30/07  
Vickie Scott, East (2)-9/30/06  
James Dotson, South (2)-9/30/06  
Charlotte Wertz, Advisor, SO  
Larry Sargent, Advisor, SO

#### **At Large Members**

Leslie Sears – 9/30/07  
Rex Gardner – 9/30/05  
Rebecca MacLeod – 9/30/06  
Bryan Lee – 9/30/07

#### **FOTG COMMITTEE**

Major Responsibilities:

1. Develops policy for FOTG contents.
2. Reviews and updates material for inclusion into FOTG.
3. Integrates environmental, social, and economic sciences into FOTG.
4. Makes recommendations for integrating ecosystem based assistance into policy, planning, and decision making.

#### ***FY 2005 Membership:***

Rick Heaslip, Chairman (9+)	Lee Godbey, DC, South (4)
Steve Carpenter, SS, SO (Advisor)(3)	Scott Hoover, DC, West (1)
Dick Judy, SCE, SO (Advisor) (8)	Loren Rice, RCE, South (8)
Sheldon Findley, RC&D, East (8)	Rebecca MacLeod (East) (4)
John Vandevender, PMC (2)	

Meetings: At least annually, more if needed.

# **Standing Committee Assignments**

## **October 1, 2004 through September 30, 2005**

### **EQUIPMENT NEEDS COMMITTEE**

#### Major Responsibilities

1. To recommend policies and procedures to the State Conservationist to improve the equipment management program.
2. To study and review equipment needs and management programs.
3. Make recommendations on proposed procurements referred by the committee to the State Conservationist.

#### ***FY 2005 Membership:***

Charlotte Wertz, Chairman (3)  
ASTC-FO, South  
ASTC-FO, East  
ASTC-FO, West  
Steve Carpenter, SO (4)

Bill Doerr, SO (8)  
Judy Topalanchik, SO (8)  
Linda Cupp, IT, SO (2)  
Dick Judy, SO (6)  
Rick Heaslip, SO (4)

Meetings: As needed

### **MARKETING TEAM**

#### Major Responsibilities:

The purpose of marketing is to create support for NRCS initiatives so that we can better meet the needs of our customers. As part of this process, the Marketing Team will assist the State Conservationist to devise and implement a strategy to market soil and water conservation and NRCS within West Virginia. The marketing strategy will help NRCS to:

1. Identify key customers and their needs.
2. Present clear and consistent messages targeted to specific audiences.
3. Acquaint WV leaders and the general public with work of conservation partnership.

#### ***FY 2005 Membership:***

Co-chairs: Carol Lagodich, NRCS  
Kevin Pauley, WVCA  
NRCS: Matt Murphy, South (1)  
Valerie Hannon, West (1)  
Ray Carr, East (1)

SCD: Joe Gumm, WVACD, TVCD  
Maurice Allman, TVCD  
Gerald Miller, SCD  
Carroll Cumberledge, RC&D  
Lova Benson, WVCA

# **Standing Committee Assignments**

## **October 1, 2004 through September 30, 2005**

### **PLANT MATERIALS COMMITTEE**

Major Responsibilities:

1. To determine and recommend soil and water conservation research needs for plants.
2. To plan and coordinate plant materials work in the State.
3. To provide recommendations and assistance for the Plant Materials Center in Alderson.

#### ***FY 2005 Membership:***

Rick Heaslip, Chairman	Tom Vance, South (4)
Carlos Cole, West (7)	Barb McWhorter, SO (3)
Tom White, East (8)	Karen Sykes, USFS
Isaac Wolford, SO (3)	Casey Shrader, SO (6)
John Schmidt, US F&WS	
John Vandevender, PMC Mgr. (Advisor)	

Meetings - One Per Year

### **SAFETY PROGRAM & POLICY COMMITTEE**

Major Responsibilities:

1. To study and review the safety and health program.
2. To recommend policies and procedures to the State Conservationist to improve the safety and health program. Issues may include, but are not limited to: Office Protection Plan, Biosecurity, CPR/First Aid Training, Defensive Driving Training, Accident Reviews.

#### ***FY 2005 Membership:***

Wes Morrow, Chairman (5)	Don Dodd, Jr., South Safety Officer (8)
Leonard Jackson (9+)	Sam Sheets, West Safety Officer (9+)
Skip Bell, SO Safety Officer (1)	Terry Wilfong, East Safety Officer (7)
Bill Doerr, SO (Advisor)	Larry Sargent, HR Officer (3)

Meetings – at least quarterly, more if needed.

# **Standing Committee Assignments**

## **October 1, 2004 through September 30, 2005**

### **TRAINING COMMITTEE**

Major Responsibilities:

1. To recommend policies, procedures, and priorities to the State Conservationist to meet training needs.
2. To assist in development of a state training plan and advise the State Conservationist on training needs.

#### ***FY 2005 Membership:***

Charlotte Wertz, SAO, Chairman (4)  
ASTC-FO (South), Advisor,  
ASTC-FO, (West) Advisor  
ASTC-FO (East), Advisor  
Karen Fitchett, (Advisor)  
Don Flegel, Soil Survey Project Leader (4)

Matt Murphy, SCT, DC, South (1)  
Steve Carpenter, SO (4)  
Susan Edgar, Budget Analyst, SO (4)  
John Weller, Area Eng., East (9+)  
Andy Sentz, DC, West (1)  
Carlos Cole, Chairperson, CRAC (1)  
Stephanie Chapman, WVCA

Meetings: at least quarterly

### **VOLUNTEER COMMITTEE**

Major Responsibilities:

1. Develops volunteer program plan.
2. Recommends policies and procedures to the State Conservationist to improve the volunteer program in West Virginia.
3. Provides training and guidance about the volunteer program to NRCS personnel.

#### ***FY 2005 Membership:***

Carol Lagodich, State Vol. Coordinator, Chairperson  
Bill Harris, South, Vol. Coordinator (9+)  
Carrie Ketterman, West, Vol. Coordinator (1)  
Christi Ross, East, Vol. Coordinator (1)  
Dinah Hannah, WVCA

Meetings – At least quarterly

**NOTE:** The number following the committee member's name represents the number of

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years a member has served on that committee.